



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Idaho State Office
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Boise, Idaho 83709-1657

In Reply Refer To:
1400-713 (911) I

January 14, 2016

EMS TRANSMISSION: 01/14/2016
Instruction Memorandum No. ID-2016-007
Expires: 09/30/2017

To: All Idaho Bureau of Land Management (BLM) Employees

From: State Director

Subject: Fiscal Year (FY) 16 Mandatory Equal Employment Opportunity (EEO) and Diversity
Training for all Employees **Due Date: June 30, 2016**

Program Area: EEO

Purpose: Issue direction on mandatory EEO/Diversity training for all Idaho BLM employees

Policy/Action: BLM employees must complete the following EEO/diversity training during FY 2016:

- All employees, including seasonal and temporary: 4 hours of EEO and/or diversity training each FY.
- All supervisors and managers: 4 hours of EEO training and 4 hours of diversity training each FY.
- Prevention of Sexual Harassment (POSH) Training is mandatory for all employees, supervisory and non-supervisory, on an annual basis and will count for 1 hour of EEO training. This training can also be accomplished by attending Do What's Right.
- All Do What's Right training will include three (3) sexual harassment scenarios to meet the new annual POSH training requirement.
- Ethics training cannot be counted toward the EEO/Diversity training requirement.
- Contractors, volunteers, and other non-BLM employees are not subject to this requirement.
- The training courses in Attachment 1 have been identified to meet the above requirement.

Timeframe: Mandatory training must be completed by June 30, 2016, per State Director.

Background: Secretary of the Interior Memorandum dated January 29, 2010, and WO-IB-2016-023 issue direction reflected in the policy/action statement above. This Idaho BLM specific direction incorporates that direction.

Manual/Handbook Sections Affected: None

Contact: Rani Simmons, EEO Manager, 208-373-4011, for more information regarding training or suggestions for alternative training that will fulfill these requirements.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed by:
Peter J. Ditton
Associate State Director

Authenticated by:
Kathy J. Mondor
Executive Assistant

Attachment

1 – [EEO and Diversity Training Options for FY 2016](#)